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Note on terminology: the term "event" is used throughout, although "meet" is also in use. It is believed that "event" is less confusing and intimidating to newcomers.

A copy of this manual is kept in the Red Park event box. It is also on the club website.

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1. INTRODUCTION

1.1 Importance of Park events

Park events make up the majority of the events organised by the Edmonton Overlanders. We run about three or four of this kind of event for every one day of forest event. They are extremely important to the health and vitality of the club for a number of reasons which event directors should be aware of when they are planning the events:

- These events provide regular opportunities for members to socialize, which is what really makes orienteers part of the club.
- The first orienteering experience for most newcomers is through park events. This is how we maintain and increase our membership.
- These events are where orienteering is most visible to the public, sometimes resulting in new members.
- They provide an opportunity for new volunteers to try running events. This is important in attracting the help needed to organize forest events.

The key to the success of the club is to ensure that Park events are fun occasions for existing club members and newcomers alike.

1.2 Objectives of this Manual

The objective of this manual is to help park event directors to organize events that will be fun for everybody taking part, including themselves. It is meant to:

- provide guidance rather than rules that have to be followed, though some items relating to safety, club liability and liaison with the City Parks and Recreation department should be treated as rules.
- provide ideas and examples of things that have been tried before, but also encourage people to use their own imagination.
- help directors avoid problems that have occurred in the past.
- provide some useful check lists of things to remember when organizing a event.
- give an indication of where to get help if you need it.

1.3 Organization of the Manual

The manual has this introduction, and two basic sections, supplemented by hints on course planning and Appendices.

Section 2, "Planning a Point to Point Event", begins with a description of a regular park event, who takes part and some of the things they may hope to get out of the event. It then goes through all the steps involved in planning and running the event. Finally, it provides brief descriptions of some variations to make point to point courses more interesting.

Section 3, "Planning a Score '0'", begins with description of a score '0' and provides information on what is different in planning of this sort of event. It does not repeat things that are the same as for the basic point to point event, so you should be familiar with things in Section 2 even if you are planning a Score '0'. Section 3 finishes with brief descriptions of some variations to add more excitement to a Score '0'.

2. POINT TO POINT COURSES

2.1 Point to Point Courses

2.1.1 DESCRIPTION

- Each course has a limited number of controls.
- Controls are on features shown on the map, and are marked on the maps, numbered in sequence and connected by straight lines from one control to the next (point to point).
- Participants must visit all of the controls in the correct order - ie 1, then 2, then 3 and so on.
- Participants choose their own route from one control to the next. They do not have to follow the straight line.
- Participants must not take short cuts through areas marked out of bounds (generally private property).
- Participants must show, by noting codes or answering trivia questions, that they did go to each control. (see section 2.3)

Optional - the winner is the person finding all the controls and returning to the finish in the shortest time.

2.1.2 SHORT COURSE

Expected users:

- Beginners.
- Families with small children or even tots in strollers.
- Children aged 6 to 10 doing their own map reading.
- Groups from other organizations eg Scouts or Guides.

Course details:

- Length from 2.5 km up to a maximum of 3.0 km.
- Optimum length close to 3.0 km.
- Route following trails or obvious handrails such as a fence, power line, edge of trees.
- Frequent controls, preferably not more than 250m apart.
- Controls not so close together that the circles on the map overlap.
- Avoid crossing back over earlier routes (figure of eight).
- About 10 controls all together, but there is no set number.
- Controls at major features shown on the map.

Controls at any major path junctions, with the control placed to lead people down the right path.

Control descriptions written in words.

Avoid taking the short course to/past playgrounds (families may never get to the finish!)

Avoid thistles, nettles, dangerous areas.

2.1.3 MEDIUM COURSE

Expected users:

Walkers, hikers and some runners.

People with some experience moving up from the short course.

Juniors about ages 11 to 16 years.

Late comers who don't have time to run the long course.

Experienced orienteers introducing friends to the sport or teaching orienteering skills.

Groups such as Scouts or Guides with some experience.

Fit beginners who think that 2 km is too short.

Course details:

Length from 3.5 km to a maximum of 5.0 km.

Optimum length about 4.0 km.

The first few controls should be relatively easy so that we don't put over-ambitious beginners off orienteering.

Use off-trail control features to provide interest for the many experienced orienteers who will use this course.

Vary lengths between controls.

There is no set number of controls.

Include route choices where possible.

Control description still in words, but may have symbols as well.

2.1.4 LONG COURSE

Expected users:

Mainly experienced orienteers out for fun, fitness and to see how they compare with their rivals.

Course details:

Length from 5.5 km to a maximum of 7.0 km; optimum length 6.0 km.

Consider time available (hours of daylight).

Control locations that make the orienteering as challenging as possible.

Route choice.

Consider ideas such as map memory, window '0', etc to increase interest.

Control descriptions may be just orienteering symbols. (see appendix B)

2.2 Basic Event Planning

2.2.1 PRE-EVENT PLANNING

Choose start location (this has probably been decided for you, on the schedule)

Easy to find.

Adequate parking.

Consider safety (eg not on a major road).

Suitable area for short course.

Shelter is nice to have.

Selecting routes:

At home:

Remember: controls must be on features shown on the map, and the feature shown in the exact centre of the circle. There may be a convenient fence corner, but unless it's shown on the map, you may not use it for a control (unless you are prepared to draw it or give a paper copy of the map showing the change/addition accurately to the map printer)

(Novice course planner's tip - check the scale and cut three pieces of string to represent 3.0 km, 4 km and 6 km. Use these to get an idea of appropriate course lengths)

Course lengths are measured in straight lines from one control to the next, except when the line would go across an out of bounds area or uncrossable feature such as the North Saskatchewan River or a creek mapped as uncrossable. In that case, both draw the line and measure round the obstacle.

- Pick route for short course.
- Think about possible medium and long courses.
- Identify likely control locations and mark them on a working map. Control locations can be the beginning of a good leg, end of a good leg or to avoid a dog leg.
- Give each one a control code, letters or numbers (but not in sequence for the course).
- Write a list showing control number and the feature it is on. Make sure there is space to write corrections or details.

then....

First park visit:

- Take working map, control description list and a compass to help make sure that you are where you think you are. (When there isn't a ribbon hanging there it is not quite so easy to say if it is the right location!)
- Check the start area - identify the location of washrooms and public telephone.
- Walk entire short course route in the planned direction, squatting down to child height.
- Check for map accuracy.
- Check for new man made features such as paths, bridges or buildings.
- Check for suitable places to hang control ribbons.
- Confirm or correct control descriptions.

- Visit control locations for other courses, wearing shorts, perhaps:
 - Check that the feature is as shown on the map.
 - Check that the surrounding area is reasonably well mapped.
 - Confirm or correct control description.
- Watch out for route problems such as major landslides, bridges out etc.
- You may have to:
 - Choose a different control location
 - Note corrections to make on the maps
 - Consider major changes to a course

Back at Home

- Finalize courses
- Measure course lengths, remembering to draw & measure around uncrossable areas.

2.2.2 EVENT PREPARATION

Any time:

- Ensure that you have event box, water container(s), direction signs and maps.
- Send courses and map corrections, (with a control description for each if not on OCAD) to (currently) Kim at least 10 days in advance, so that you can hang ribbons using the same map as the participants will have.
- somewhere on the map you need:
 - name of course (short/easy, medium or long)
 - length of course
 - what they are looking for (eg "copy the word from the orange ribbon")
 - for each control - its sequence #, control code, location
 - course closing time and "YOU MUST REPORT TO FINISH" (or equivalent).
 If you are writing control descriptions separately you can leave space for the answers.
- If you are including control descriptions on the map, print a few extras in case of emergency
- Prepare ribbons (see Section 2.3 'Proving they have been there')
- Check that there are enough registration sheets (at least 8), waivers (at least 100 high season, 50 rest of season), start/finish sheets (at least 10, assorted colours). Check that there are one or two group registration forms in the hanging file. Originals are on the club web site.
- The membership Secretary (currently Garry) may have rounded you up some volunteers for registration and starts. They should arrive at about 6pm (earlier in September); tell them a little about your courses (lengths etc). If you are organizing your own volunteers, direct them to job descriptions on the website. Those willing to give beginner clinics volunteer themselves by wearing their club name tags.
- Buy cookies (check with previous ED for quantities) and cups, if necessary. There's no such thing as too many cookies!

One or two days before the event:

- Hang ribbons, except for ones likely to be ripped off.
- Try to put them out of reach of passing cyclists, but do NOT hide them.
- Tie them securely and mark identification code and answers on the long and the short end of the ribbon.

Day of the event:

- Check that you have packed:
 - Event box
 - Water container(s)
 - maps with control descriptions printed on or attached
 - extra control descriptions
 - extra plain maps
 - answers
 - cookies and cups
 - wristwatch
 - float (to give change) about \$50 (eg x six \$5, and 20 loonies)
 - any ribbons that have not yet been hung
 - direction signs
- On the way to the event, hang the Orienteering direction signs showing the way to the start.
- Hang the last few ribbons.
- Vet as necessary or as time/manpower permits, to check that ribbons are still in place, especially on the short course.
- Hang banner near the start.
- Set up registration.
- Set up start/finish area about 10 -15 m from registration and, if possible, on the side closer to the final control. Put out pencils, key box, (map cases, insect repellent)
- Provide garbage bag if there is no garbage can nearby.
- Put on name tag. Give name tags to your helpers (in blue box, in red box).
- Be ready to go by 6:00 pm (even earlier in September) as we get lots of eager beavers.

2.2.3 RUNNING THE EVENT

Garry will try to arrange volunteers to help you:-

one or two to do registration

one or two to do start/finish.

It's a good idea to have at least one person designated to give beginners clinics (more in April and May, or if you are expecting Scouts or Guides). Registrars can do a course after they have finished registering. The event Director should take over from the Start/Finish person once everyone else has left.

Information given to **Registrars**:

- Welcome people with a smile!
- Ask if they are club members (discount is extended to members of O clubs world wide! But members of other clubs should sign a blue waiver).

- For registering members:
 - Those with an O Pass will just sign in themselves in the O-Pass book and tell you which course they want. Do NOT write them on the registration sheet.
 - use the registration sheet for all other members.
 - write **each member on a separate line**. Be sure to include all children. You may guess whether they are adults, children or teens. Use brackets to hold families together. .
 - do NOT list non-members, except for *minors not accompanied by their own parents*.
 - use the final column for only such things as "bought a membership \$25", "paid by cheque", "\$2 owed from last week", "non-member minor with member"
 - collect fee of \$3/map, which may be shared
 - ask "medium course?" of almost everyone (except for families with small children, in which case "short/easy course?").
 - give them map(s) and control description if it is not printed on the map.
 - point out to whom they are to report for start/finish

- There is a special registration form for registering organised **groups** (Guides, Scouts, Colleges etc.) The group leader should fill this out and give it to the registrar along with payment.
The fee for such **member** groups is \$3 per youth; no charge for accompanying adults not having a map.
Non member groups pay \$7 per map.

- For registering non-members,
 - a separate blue recreational orienteering form (waiver) must be filled in, read and signed by each adult. In the case of a family/ household, only one form is needed. This has to be done every time - we need their address and phone number in case they do not report to the finish.
 - double check that the form has been signed and includes their phone number.
 - if this is their first event, explain how they can get a beginner's clinic from someone wearing a name tag.
 - take their money and write the amount paid.
 - collect waivers *face down* on a clip board.
 - give them a map (and control description if it is not printed on the map).
 - point out to whom they are to report for start/finish.
 - Cheques to be made out to "EEOC"

If someone asks for a receipt, there is a receipt book in the bottom of the cash box

Timing:

Unlike A and B events, where timing is done to compare elapsed times, at park events, timing is for:

- knowing how long competitors have been out on the course (especially if they are late back)
- avoiding starting participants too close together.

Start/finish person should find a place at least 10 - 15 m from the registration area and STAY PUT. Even if the personnel changes, the location must not. Put pencil box, key box (insect repellent, map bags) at your feet.

Prepare one start/finish sheet of a different colour for each course. NB There are 2 columns per page = 20 entries per page.

Number the squares S1, S2, S3 etc for the short course, M1, M2 etc for the medium and so on.

There is a different sheet for a score '0' (in the red box)

When participants are ready to start:

- remind participants that they must report back to the finish by course closing time, even if they do not complete the course
- write down their name(s) on the appropriate sheet. We need enough information to identify them if they are late back, so first AND last name for an individual. You do not need to write down full names for a family "Smith family (4)" is sufficient.
- write the number of the square (e.g. M4) on their map.
- write the time they start - real time from your wrist watch is good enough. There is no need to make participants wait until the exact minute unless they would be too close to the previous participants on the same course (Use discretion at a busy event).

If you have time:

- make sure they have map, control description and pencil
- remind them what they are looking for (eg orange ribbons)
- remind them of course closing time.

When participants return:

- check them off as having returned, either with a tick or a time, and collect pencil. Do not calculate elapsed times; it's more important to check everyone back in.
- competitive orienteers will time themselves.
- invite participants to have a cookie, drink of water, pick up flyers etc.

It is the Event Director's responsibility to ensure that everyone has returned.

If in doubt, ask around, check the parking lot or telephone their home (# from waiver or membership list). Get someone else to check backwards around the course they did. If all else fails, you may have to drive to their home.

Hosting:

- Have answers ready - beginners and children will want to know if they got all the answers right.
- Invite participants to have water and cookies.
- Give newcomers event schedule and membership leaflet.
- If anyone decides to join the club after completing the course, refund the difference between member and non-member fee for the current event. Add them to the membership registration sheet.

Cleanup:

- Tidy up, take down banner, repack event box etc.
- **MAKE SURE YOU OR THE NEXT WEEK'S EVENT DIRECTOR COLLECTS THE ORIENTEERING DIRECTION SIGNS.**

2.2.4 AFTER THE EVENT

Complete the event accounts & statistics form (include names of any helpers)

- Complete the form in FULL.
- Number of participants means counting each person, not the number of entries. Your guess of whether someone is a child or teenager is good enough. Add officials and volunteers who did not get to do a course. You may write the number of starts (total of squares used on the S/F sheets) at the bottom of the form.
- Use the notes area to list helpers and any other relevant information
- These stats are important for government funding, getting grants etc.

Give to the events coordinator (Marilyn):

- registration sheets
- O Pass sign in sheet
- waivers
- start/finish sheets
- left over maps (or leave them in the event box)

Give to the Treasurer

- event accounts form
- receipts for any expenses eg cookies, survey tape, photocopying
- cash or cheque for *net* revenue

or mail them to EOOO

Box 69082

Edmonton AB T6V 1G7

Let Kim know how many maps of each course you used (to help her decide how many to print for subsequent weeks).

COLLECT RIBBONS as soon as possible, but within 2 weeks.

Let the events coordinator (currently Marilyn) know if you are unable to do this as she can probably find a volunteer to do this.

2.3 Proving they have been there

For Park events, because of the possibility of control flags being lost, a variety of alternative methods are used to show that people have found the right control locations. The most common methods use ribbons (surveyors flagging tape) or trivia questions.

2.3.1 RIBBONS

Advantages are:

- when you find the control you know you are right.
- may be easier to spot than the answer to a trivia question.

Disadvantages are:

- they may be torn down by passers by.
- red ones may be hard for colour blind people to see and blue or yellow are hard for the rest of us to see (NB blue and yellow ribbons together are used at forest events to denote dangerous areas).

Precautions:

- try to put them out of reach of passing cyclists, but do NOT hide them.
- choose locations that are not too heavily traveled.
- don't make the ribbons too long and tempting.
- tie them securely and, if in well used locations, mark control code and answer on the long and the short end of the ribbon.
- possibly write something like "orienteering - please do not remove", especially for well used locations.

Description:

The ribbons should have the number/code of the control plus an "answer" such as a letter. Often the course setters use a theme for the control identification to:

- add to the interest especially for the young or young at heart.
- make it easier for people to remember the answers when:
 - it is raining too hard to write the answers.
 - participants lose or forget their pencil.

Examples of these themes are:

- Letters spelling out a word or message (may be difficult if you use the same controls for more than one course)
- A math equation (get people to write down each number so that they don't lose out just because of math error)
- Movie titles, types of cars, book titles, acronyms, animals etc (avoid long answers)
- Club members' names
- Other symbols can be used such as arrangements of dots and lines or shapes.
- Orienteering feature symbols for the control locations might help teach the symbols to our newer members.
- Ribbons can have a coloured crayon attached to them. This is most appropriate for the short course or kiddie courses.

Use your imagination.

Have the answers ready - beginners and children will want to check them.

2.3.2 TRIVIA QUESTIONS

Advantages are:

- Won't get stolen.
- Equal opportunity for the colour blind.
- Good in areas with lots of man made features.

Disadvantages are:

- Limited control choice in wilder areas.
- Participants may think that they are at the control when they are not.

Precautions:

- The control must still be on a feature on the map.
- Pick control questions about features that are not likely to move or disappear. We have had trouble with crops that have been harvested and snowmen that have melted and even the city removing a barbeque stand.

Try to make questions specific, so that people know they have found the right place. Check around near the control location to make sure that there are not two answers to the question you are asking.

Description:

Trivia questions come in many varieties, such as:

- numbers on fire hydrants, power poles houses, transformer boxes etc.
- colours of houses, specific decorations etc.
- number of butterflies on door, gnomes in a garden, trees in a small park.
- what is the object at a given spot eg flag pole, park bench, snowman.
- what does the sign say? eg Danger

Have answers available.

2.4 Variations on point to point events

Our maps have been used many times by most of our club members. To make things more interesting for those experienced orienteers and to provide opportunity for improving orienteering skills there are a number of variations of point to point 'O'.

Note: when you use a variation, always provide regular point to point short course and the option of a regular point to point version of the medium course for beginners.

Keep the regular medium maps out of sight of those wishing to do the variation, so that you don't spoil their fun.

Before attempting any variation, speak to someone who has already tried it.

2.4.1 MAP MEMORY

- Participants do not have a map. They have to memorize the map from one control to the next.
- For each control, cut out a small piece of map including the present control the next two controls, all reasonable routes between the controls and the direction of magnetic north.
- Tape the map piece to a ribbon and enclose the map section in a Ziploc bag. Tape the bag to the ribbon as well. Hang it at the control location.
- The control description sheet should include information on how to get back to the start, either by a street address or directions related to a major linear feature (eg "follow the bicycle trail south"). Alternatively give them an emergency map, folded and thoroughly stapled!
- The problem with this variation is that when a control is ripped off, participants can get frustrated.

2.4.2 CLOVER LEAF 'O'

Ideal for small and easy maps (eg Rundle Park)

- Plan three loops, each 2 km to 3 km long, none of them particularly difficult.
- Participants may choose one, two, three loops, doing one at a time.
- After pre-marking the maps shuffle them so they are A, B, C, A, B, C etc
- Write the control description for all three loops on the same sheet.
- The Start/Finish person gives participants a map with one course, making sure members of groups all get the same course.

When they return, they may either quit, or exchange their map for a different course.

2.4.3 TIME 'O'

- Participants surrender their watches at the start and give an estimate of how long they expect to take to complete the course. Closest to their estimate wins. Provide a suitable container to keep watches in.
- Only attempt this on long daylight evenings.

2.4.4 NIGHT '0'

Needs to be organized before the schedule is printed.

Like a regular point to point, except:

- it is in the dark.
- participants need flashlights.
- courses should be about one third shorter and quite easy.
- ribbons should be longer to make them easier to spot or use reflector cups.
- participants may prefer to go in groups.
- can also be done as a score O

2.4.5 LINE '0'

- The course is drawn as a line on the map, with no controls shown.
- Participants follow the route marked by the line.
- Controls are placed along that route. These consist of a ribbon with a safety pin attached.
- Alternatively, hang ribbons all with the same certain symbol (there are lots of other ribbons out there!) and provide pins to the participants.
- When a participant finds one of these controls, he/she sticks the pin through the map at the exact location of the control (maybe!).
- Devise a scoring system such as: within 2 mm 10 points, within 5 mm 5 points, etc. No points for controls they don't find.
- Take care not to hang controls/ribbons for this course close to ribbons for other courses.

2.4.6 CORRIDOR 'O'

Very labour intensive if done by hand, but OCAD can be used. Not suitable for 'high season'

- A good variation for a well used map with large area of streets.
- Cut out map to leave only corridors about 200 metres wide between controls. This may not necessarily show all, or any, complete route choices.

2.4.7 WINDOW 'O'

Very labour intensive if done by hand, but OCAD can be used. Not suitable for 'high season'

- Cut away map to leave only an area around each control. The map sections must be located in the correct relation to each OTHER, as participants will be using rough compass skills to navigate from one to the next.
- Suitable for those who use compasses.

Window and Corridor 'O' can be combined.

OR USE YOUR OWN IMAGINATION - One member used air photos and sketch maps.

3. PLANNING A SCORE '0'

3.1 Basic Score 'O'

Description: Controls spread around the map. Orienteers have a fixed length of time, eg 60 minutes, to score points by visiting as many controls as they can, in any order they choose.

Scoring:

- Each control has a point value indicated on the control description. Generally more points are scored for controls further from the start. Controls usually range from 10 points for controls close to the start to 30 points for distant ones.
- There are time penalties ie points deducted, for not returning to the finish within the specified time. Deductions could be about 5 points per minute late back.

Planning:

- Hang enough controls so that no one can get all of them within the time.
- Hang easy controls near the start. Have an easy route in mind that you can suggest to beginners. These easy controls can be identified on the control description with, for example, an asterisk.
- Number the controls completely randomly, so participants do not think they have to do them in order.

Notes:

- easy to do
- good for small maps
- good for short evenings at the end of the season.

3.2 Variations

3.2.1 CLUSTER SCORE 'O'

- Makes scoring easier.
- Each control worth 10 points.
- Furthest controls grouped with three close to each other; middle distance ones in groups of two; single controls near the start.

3.2.2 VARIABLE TIME SCORE 'O'

- Suitable for very small maps.
- Participants choose:
 - one hour with controls worth 10 points each or
 - half an hour with controls worth 20 points each or
 - fifteen minutes with controls worth 40 points each.

3.2.3 POKER 'O'

Fun event - winning includes a lot of luck. The course planner will need to hang fewer controls than for a regular score '0' but will have to try to hide them from the passing public.

- Hang Ziploc bags on ribbons at each control location. Place one playing card in each bag.
- When writing the control descriptions, include a list of ranking poker hands for the non-gamblers amongst us.
- Give participants a hand of five cards each when they start (couples/groups get just one hand).
- Participants visit controls, in any order, where they MAY exchange one card for the card in the baggie, to improve their Poker Hand. Participants may revisit controls as many times as they like, hoping that someone else will have left a good card.
- Penalty for taking longer than the fixed time is for event director to remove one card at random from the hand.
- Best poker hand wins - small prize??

A similar variation can be done with Scrabble letters.

3.2.4 MAP MEMORY

- Ideal for small maps (or map shortage).
- Controls set out like a regular Score 0.
- Several master maps are set out near the start/finish area. Advanced participants may consult these master maps as often as they wish during the time limit, but do not get their own copy. (They may try to remember one, two, three, four, five controls at a time.)
- Beginners should be given their own maps.
- Have a keepsake map to give to those who did map memory .

3.3 PICK YOUR OWN COURSE (aka Western Massachusetts Rules)

Neither Score 0, nor point-to-point

- Set out 16 controls
- Any 8 in any order is the short course; any 12 in any order is the medium; 16 in any order is the long course. Explain this on the control description.
- Place 8 easy controls near the Start/Finish for beginners; identify these on the control description.
- A reasonable route to all 16 should be about 6-7 km long.
- No time limit, except that of course closing.
- See sample control description in appendix

4. HINTS ON COURSE PLANNING

4.1 Objectives

Every participant should enjoy his/her course.
As far as possible, the courses should test orienteering skills.

4.2 Hints

For short course:

- only one route choice between controls using handrails (trails, fences etc.)
- try to use a variety of handrails and a variety of locations (not all trail junctions!)
- not too much climb - keep in mind families with strollers.
- take them into the woods, if possible.
- consider what the route will look like to a small child

For medium and long courses:

- select control locations to provide interesting route choices.
- control locations should be (if possible):
 - the beginning of a good leg and/or
 - the end of a good leg and/or
 - to avoid a dog leg (ie entering and leaving the control using the same route).
- longer legs often provide better route choice.
- include some climb, especially on the long course (generally up and down valley side once or twice, but not more).
- use small point features as control locations.

Proper control features should be used. A proper feature is one that is depicted on the map, and is distinguishable from similar features around it not marked on the map.

Avoid:

- placing controls in dense (green) areas or in patches of thistles or nettles.
- dog legs, where participants enter and leave the control along the same route.
- out of bounds and dangerous areas such as golf driving ranges. If necessary add a short "traveling leg" to ensure that participants will not choose a route across it.

It is easier for the start/finish chief to watch for finishers if all courses have the same last control.

Hint: while planning you can use a laminated map, so that you can wipe off control locations and place them somewhere else.

Short/Easy Course Critique Worksheet

Have the connecting lines been bent where necessary to avoid crossing uncrossable features? Yes/No

How long is the course?
Is this within the 2.5 - 3.0 km range? Yes/No
If not, what are the extenuating circumstances?

Are there at least 8 controls? Yes/No

How many different control descriptions are there?
The more different ones the better.

Are all the controls at features on the map? Yes/No

Are there 'handrails' between each of the controls? Yes/No

Are the control circles 5 -6 mm diameter, with numbers oriented to north? Yes/No

Are all the 'legs' less than 250m long? Yes/No

Has the course planner ...

avoided dangerous areas? Yes/No

avoided the course crossing over itself? Yes/No

avoided placing controls so close together that they overlap? Yes/No

avoided placing controls in/near playgrounds? Yes/No

avoided too much climb? Yes/No

Does the control description have control codes, course closing, 'check back in'? Yes/No

Of course, all the answers should be 'Yes'.

Medium/Long Course Critique Worksheet

Have the connecting lines been bent where necessary to avoid crossing uncrossable features? Yes/No

How long is the course, remembering to measure around uncrossable areas?

Is this within the 3.5 - 5.0 km range for medium or 5.5 - 7.0 km for long? Yes/No

Estimate the climb on the course. Is it less than 100m? Yes/No

For a medium course, are the first 2 controls easier than the rest? Yes/No

For each leg, state the length in metres and comment about route choice:

Δ - 1		
1 - 2		
2 - 3		
3 - 4		
4 - 5		
5 - 6		
6 - 7		
7 - 8		
8 - 9		
9 - 10		
10 - 11		

continue on reverse if necessary

Is there a variety in leg length? Yes/No

Are all the controls at features on the map? Yes/No

Are the control circles 5 - 6 mm diameter, with numbers oriented to north? Yes/No

Has the course planner ...

avoided dangerous areas? Yes/No

avoided 'dog legs' (in/out of control by same route) Yes/No

avoided 'bingo' controls (small isolated feature, especially in green areas)? Yes/No

Does the control description have control codes, course closing, 'check back in'? Yes/No

Of course, all the answers should be 'yes'.

CONTENTS OF PARK EVENT BOXES

SMALLER BOX:

orienteeing event direction signs
banner
display stand with schedules, membership info, flyers
extra schedules, membership info brochures

FIRST AID KIT (in red bag)

RED BOX

box of short pencils & sharpeners
key box (containing Scotch tape between events)

clip boards with pens attached

- 1 for registering members
- 1 for collecting blue waivers
- 1 or 2 for start/finish
- 3 to 7 with waivers (1 can be converted for group registration form)

cash box (with receipt book in bottom compartment)

O-Pass binder with some blank O-Pass sheets in sheet protectors

a hanging file containing

- extra registration forms
- registration forms for groups
- extra blue waivers
- extra start/finish sheets
- score 0 start/finish sheets
- extra event stats forms
- some membership info leaflets with application forms
- scrap paper
- membership list (in envelope)
- a bag of map cases for wet events
- accounts/stats sheets
- copy of the Park Event manual

blue stationery box containing:

- baggie of red pens and circle templates for drawing extra courses
- name tags, stapler & staples, tape, masking tape, scissors, glue stick, white-out, markers, pens, pencils, ruler, paper clips, small first aid kit, insect repellent etc.
- left over surveyors tape

If there is not enough of any supplies (eg Scotch tape) buy it and claim as an expense.

Also available from the Equipment Manager:

extra map bags, playing cards, small plastic controls, cardboard controls, plus more pencils, more pens, more tape, etc

Date

GROUP REGISTRATION FORM

Name of group

Leader's name

Leader's address

Postal Code Telephone #

Number of maps needed Fee \$

Please list **ALL** other participants:

2 Circle one: Adult Senior Teen Child

3 Circle one: Adult Senior Teen Child

4 Circle one: Adult Senior Teen Child

5 Circle one: Adult Senior Teen Child

6 Circle one: Adult Senior Teen Child

7 Circle one: Adult Senior Teen Child

8 Circle one: Adult Senior Teen Child

9 Circle one: Adult Senior Teen Child

10 Circle one: Adult Senior Teen Child

11 Circle one: Adult Senior Teen Child

12 Circle one: Adult Senior Teen Child

13 Circle one: Adult Senior Teen Child

14 Circle one: Adult Senior Teen Child

15 Circle one: Adult Senior Teen Child

16 Circle one: Adult Senior Teen Child

17 Circle one: Adult Senior Teen Child

18 Circle one: Adult Senior Teen Child

19 Circle one: Adult Senior Teen Child

Please use the back of this sheet if you have more participants.

Goldstick Park - 6 May 1998

Control description - MEDIUM COURSE 4.3 KM

Copy the word from the orange ribbons.

Watch out for the rose bushes!

- 1 UV knoll
- 2 DE reentrant
- 3 CD reentrant
- 4 NP knoll
- 5 FG dry ditch, south part
- 6 LM foot of spur
- 7 TU gully, middle part
- 8 EF reentrant
- 9 HJ clearing
- 10 YZ depression
- 11 KL top of hill

You MUST report to the finish, whether you complete the course or not. Be back no later than

9:00 pm, please.

Goldstick Park - 6 May 1998

Control description - SHORT COURSE 2.9 KM

Copy the word from the orange ribbons.

- 1 QR power pole
- 2 BC earthbank, south end
- 3 RS edge of trees
- 4 AB wreck
- 5 MN bridge
- 6 ST end of fence
- 7 PQ beginning of path
- 8 JK knoll
- 9 WX trail junction
- 10 GH trail junction

You MUST report to the finish, whether you complete the course or not. Be back no later than

9:00 pm please.

Sample PYO Control description:

Welcome to this "Pick Your Own Course" orienteering event.

For the short course choose ANY EIGHT controls in ANY ORDER.

For the medium course choose ANY TWELVE controls in ANY ORDER.

For the long course all sixteen controls in ANY ORDER.

Tell the start/finish official which course you plan to do.

There is no time limit, but the course closes at 9 pm

Check the code, then copy the letters from the orange ribbons:

- 1 AY spur, south end
- *2 TP building, north side
- *3 DN powerpole
- 4 WM wall, west end
- 5 YB bottom of earthbank
- 6 QP east side of trees
- *7 EZ platform, east corner
- 8 RX north end of trees
- *9 UC building, west side
- *10 OV south end of trees
- 11 AB knoll
- *12 SN road/fence junction (on gate)
- 13 DM north end of trees
- *14 FL parking lot, SW corner
- *15 GK building, north side
- 16 HJ building, east side

* these are the easier controls

Don't forget - you MUST report back to the finish. The course closes at **9 pm.**